I. Call to Order: Chair Jesse Kiehl called the meeting to order at 6:00 p.m.

Committee members present: Jesse Kiehl, Karen Crane, Loren Jones, and Jerry Nankervis

Absent: None

Staff present: Deputy Clerk Beth McEwen; Deputy Manager Rob Steedle; Finance Director Bob Bartholomew; Recreation Supervisor Myiia Wahto; Recreation Manager Dave Pusich

II. Agenda Changes: None.

III. Public Participation on Non-Agenda Items: None.

IV. Approval of Minutes

A. September 9, 2013 Regular HRC Meeting

There being no objection, the minutes of the September 9, 2013 regular Human Resources Committee meeting were approved.

V. New Business

A. Boards/Commissions

1. Youth Activities Board (YAB) - Appointments and Annual Report

Tom Rutecki, Vice-Chair of the Youth Activities Board gave a presentation regarding the Youth Activities Board grant recommendations. The board is charged with awarding two types of grants: regular grants and contingency grants. The Assembly has budgeted $350,000 for awarding annual grants with a certain percentage of that, $17,500 this year, set aside for awarding as contingency grants. He explained that the regular grant funds are for use of expected programmatic expenses of the grantees while the contingency grants are for those instances that come up unexpectedly such as a team traveling to a championship tournament that was not part of its original budget. Over the last two years, 25-29 organizations have applied for grants. Grants are awarded in three categories: Academics, Arts, and Sports and is a good way to distribute the money in the community. Recently the grant requests coming in have been at larger requested amounts and there has been some discussion at the YAB about possibly placing a cap on the maximum amount which may be requested. Mr. Nankervis said he felt a cap wasn't needed as the YAB can determine the maximum amount it wished to award based on the total number of applicants and how they did the scoring and final award calculations based on a broad
range of determining factors. Mr. Rutecki explained the scoring process and that those programs with a greater number of participants and/or activity hours received higher grant scores than those impacting fewer participants. He also explained that in recent years the YAB has tried to make sure all applicants get some funding rather than just giving large amounts of awards to a few organizations.

Mr. Kiehl said even though the HRC is not making any decisions related to the grants, he felt he should disclose that between the organizations he volunteers for and those his kids participate in, he would have a conflict of interest with approximately 7 or 8 of the applicants. Mr. Kiehl thanked Mr. Rutecki for the report and asked him to extend the thanks of the Assembly to the YAB members.

Appointments – There are currently two open seats on the YAB for terms expiring August 31, 2016 and three applications from Jeff Sloss, Mariana Moreno-Goodwin, and Kelly Pajinag.

**MOTION** by Mr. Nankervis to recommend the Assembly appoint Jeff Sloss and Kelly Pajinag to the Youth Activities Board for terms expiring August 31, 2016. *Hearing no objection, the motion carried.*

**VI. Unfinished Business**

A. Fundraising by Advisory Boards

Rob Steeble said that although this topic has been referred to as “board fundraising,” it is really about the ability of boards to raise money so they can turn around and spend money. The memo in the packet is an approach staff developed. It would include a cap of $250, which is an arbitrary number, for any cash contributions but there is no cap for “in kind” contributions. Mr. Steeble mentioned that coming before the Assembly on September 23 was an appropriation ordinance for $20,000 for an aquatic climbing wall which is coming through the Juneau Community Foundation. He said that is a very appropriate way for individuals in the community to raise money for something and then to get the money to the CBJ activity that they choose to fund. He said they would encourage board members to don their “community member” cap when soliciting donations and route it through the community foundation. It puts fewer burdens on CBJ staff and is a cleaner arrangement than having board members looking for money in the name of CBJ.

Mr. Jones said he understands the wish to go through the “Juneau Community Foundation” but that if someone wants to donate $10 that would not be the proper method to use. He said for donations through the Juneau Community Foundation, a large donation such as $20,000 would be OK but not so much the smaller donations.

Discussion took place regarding the $250 cap on a single donation and committee members asked for clarification from Mr. Steeble on what “single donation” really meant. Mr. Steeble said that the cap would be for each instance using the example
that you could contribute to one item such as a climbing wall or an event such as a fundraising dinner.

Additional discussion took place on the other portion of the memo that required the expenditure of funds by the end of the fiscal year. Mr. Bartholomew explained that right now, there is currently $5,000 in the budget to be used by advisory boards upon approval by the Clerk’s Office. If a board came and asked for a budget increment and the assembly said no, they would need to live within the $5,000 amount the clerk currently manages. He explained that the amounts need to be either already included in the budget or appropriated. He suggests adding a revenue account to the budget called “program receipts” to the same area of the budget where the $5,000 currently is located and put in an estimate of what we think these boards might raise. If nobody raises any money, there is no money to spend from that fund. If someone raises $500 it is deposited into that account and when they wish to make purchases it would come from that account. It would go through a budget cycle. He said if we cross fiscal years, then you have money that would need to be carried over and it gets into accounting requirements that would have to go on the financial statements and it is not really worth it and boards will just need to do their planning around it at year-end. He said the strategy would be if the board will need the money prior to July 1, to raise it. If you don’t need the money until after July 1, line up your donors but don’t collect it until July 1. It would require the boards to do some advance planning.

Mr. Jones gave a couple of examples of summer time activities and asked how they would do fundraising right around the change of the fiscal year. Mr. Bartholomew explained that it would be something they would plan for according to where it falls within the fiscal year; if they are holding something on July 4 to plan ahead and pay for it all by June 30. He said it will take some judgment calls and pre-planning. He said that part of this is not trying to create something where the advisory boards get all ramped up and becoming fundraisers. This is really just a supplement to help them accomplish their mission without putting pressure on the budget but they are not encouraging them to change their mission. If there is a group whose mission is to raise funds, those would be more in line with groups outside of CBJ such as the Friends of the Library or Friends of Eaglecrest. Unless the Assembly sets up a group with its mission including activities that incur a lot of money, then it should be something addressed in the budget. There are a few instances where events will need funds to be encumbered before the year end, but actually paid for after the change of the fiscal year and that can be accomplished through the encumbrance language included in the policy.

Mr. Kiehl said that while it may be somewhat of a pain for advisory boards, it is a reasonable efficiency step for our use of city staff resources and not to cross fiscal years beyond the encumbrance level.

Mr. Kiehl asked for additional clarification on Mr. Steedle’s “for a single event” clause. Mr. Kiehl said he understood that to mean the cap was for $250 from a single donor for a single event and not that an event could only raise $250 and stop there. Mr. Steedle said that was correct.
Mr. Kiehl also asked about the following language at the end of the memo that states: "This policy does not extend to any of the adjudicatory bodies or any of the empowered boards which have a budget, manager, and staff."
He said this does not address boards with grant making/awarding authority and he wondered if other members of the committee shared a concern that they may not wish to have boards that hand out money also soliciting donations. It was a consensus of the HRC to add language to that effect to the proposed policy.

Discussion shifted to the draft Advisory Board Rules of Procedure Resolution 2662. The two proposed changes from the previous Resolution 2246 were the addition of the office of “Treasurer” under Policy 6 on page 3. The second change was a housekeeping item in the definitions section on page 2, to remove under item 3(d), the word “physically” from the following vacancy condition: "If a member is unable to physically attend board meetings for a period of more than 90 days."

Discussion took place regarding whether or not the Treasurer position needed to be established and who would be tracking the funds raised and expenditures. It was the consensus of the committee to require that any board who felt they needed raise funds would be required to appoint a treasurer to keep track of those funds rather than that being the responsibility of the Clerk or other CBJ staff to track.

MOTION by Mr. Nankervis that the HRC forward Resolution 2662 to the full Assembly for approval and also ask that the fundraising policy be forwarded for approval as follows:

*Advisory boards and committees are authorized to solicit or otherwise receive:*

- Cash donations, up to a maximum of $250 for any single donation, and
- In-kind contributions such as food for a public event, or a donation of the use of a meeting facility, are permitted with no cap on the value.

*These donations are to be used for events or materials directly related to the board’s or committee’s charter. In the case of cash donations, the cash would be deposited in a CBJ treasury account. The expenditure of these funds would generally occur via the Clerk’s Office purchasing card. It would be the responsibility of the board to track the amount of donations and expenditures. The donations raised would need to be expended or encumbered in the year collected.*
This policy does not extend to any of the adjudicatory bodies or any of the empowered boards which have a budget, manager, and staff nor to grant making/awarding bodies.

VII. Other Business – Mr. Kiehl said he would be interested in inviting representatives of the Front Street Clinic and the working group that is looking for options and alternatives to come and present to the HRC at a future meeting in an informational capacity and for discussion with them. He was speaking with the Clerk’s staff about possibly scheduling that for October 14. The Assembly will be in a reorganizational period at that time so there would not be any committee action taken during that meeting, it would strictly be informational and discussion. Hearing no objection, he will move forward with that invitation.

VIII. Adjournment: There being no further business to come before the committee, the meeting adjourned at 6:38 p.m.

Respectfully submitted this 4th day of November, 2013.
Beth McEwen, Deputy Clerk